

REQUEST FOR NOMINAL CONSIDERATION CONVEYANCE
SHELBY COUNTY LAND BANK
REQUIRED CHECK LIST

NOTE: THE LIST OF ITEMS AS OUTLINED BELOW ARE REQUIRED TO BE SUBMITTED IN THEIR ENTIRETY FOR REVIEW AND APPROVAL BY SCLB STAFF, PRIOR TO SIGNING ALL OTHER REQUEST FOR NOMINAL CONSIDERATION DOCUMENTS.

1. Dated request letter addressed to Shelby County Land Bank identifying the property; the intended use; timetable to begin and complete the project; and funding source
2. Copy of Charter
3. Copy of Mission Statement
4. Copy of 501©(3) designation if applicable
5. Filing Acknowledgement from Secretary of State confirming designation as a Non-Profit organization.
6. Copy of IRS letter showing Employee Identification Number (EIN)
7. Is the requesting Non-Profit organization in receipt of previous Nominal Consideration Conveyances from the Shelby County Land Bank? _____
8. If yes: please list addresses and submit pictures that will indicate progress made on these properties:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

Indicate by signing and dating below that all of the items listed have been received:

(x) _____
Purchaser

(x) _____
Date

(x) _____
Land Bank Staff

(x) _____
Date